

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
PLANNING AND ZONING DIVISION

1320 Pewaukee Road, Room 230, Waukesha, WI 53188

Phone (262) 548-7790

Website: www.waukeshacounty.gov

Fee Pd. \$ _____

PO File No. _____

Receipt No. _____

Application for Site Plan and Plan of Operation Approval

Town _____ Section _____ Tax Key No. _____

Owner: _____ Operator/Applicant: _____

Daytime Phone No. () _____ Daytime Phone No. () _____

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete copy** of **ALL** required materials, including a **scaled** and **accurate** site plan or plat of survey (preferred), signage, lighting, grading plan, building plans, landscape plan, parking, etc. (refer to Schedule of Materials attached) must be submitted to the Planning and Zoning Division no later than three (3) weeks prior to the scheduled Park and Planning Commission meeting. No changes to the request may be made once the application packet is submitted. Changes will require a new application. Plans or maps shall be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. If the applicant must submit any plans or maps larger than 11" x 17", ten (10) copies of each shall be provided. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

Name/Address of Business or Operation _____

Previous Operation Name/Owner/File No. (if applicable) _____

Request for (check all that apply): Refer to the Schedule of Materials attached for submission requirements.

___ Site Plan ___ New Building/Addition ___ New Owner/Operator ___ Expansion of/Change in Use
___ Signage ___ Commercial Boarding ___ Piers/Moorings ___ Lighting
___ Off-street parking/loading ___ Storage (inside/outside) ___ Special Events (inside/outside)
___ Food Service ___ Other (specify) _____

Describe in detail the specific existing and proposed use(s):

Be sure to include any temporary uses and accessory uses (e.g., special events (inside/outside), bar/food service, vending/video/game machines, music/entertainment, boat rentals, gasoline sales, etc.). Provide a list of all items sold/produced on the property. List the square footage of all uses. You may attach additional pages.

Existing use(s): _____

Proposed use(s): _____

Other information:

Total Number of Employees ___ Full Time ___ Part Time ___ Seasonal (specify) _____

Days and specific hours of operation _____

The undersigned applicant/owner hereby certifies that all of the above statements, information and attachments contained herein (site plan/survey, building plans, exhibits, etc.) are true and accurate to the best of his or her knowledge and belief.

Owner Signature & Date _____

Operator/Applicant Signature & Date _____

Application for Site Plan and Plan of Operation Approval - Schedule of Materials

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete copy** of **ALL** required materials, including a **scaled** and **accurate** site plan or plat of survey (preferred), signage, lighting, grading plan, building plans, landscape plan, parking, etc. (refer to Schedule of Materials below) must be submitted to the Planning and Zoning Division no later than three (3) weeks prior to the scheduled Park and Planning Commission meeting. No changes to the request may be made once the application packet is submitted. Changes will require a new application. Plans or maps shall be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. If the applicant must submit any plans or maps larger than 11" x 17", ten (10) copies of each shall be provided. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

Site Plan/Plat of Survey (must include the property's legal description)

- Completed Application Form
- Dimensions and size of parcel
- Dimensions, locations and uses of all existing/proposed buildings and structures
- Streets/Rights-of-way/Easements (locations, platted widths, and center lines)
- Interior floor plan(s)
- Sign location and size (see signage section)
- Lighting location (see lighting section)
- Dumpster location, including screening
- Parking/Loading (see off-street parking/loading section)
- Storage areas (inside/outside)
- Outside uses
- Fencing/Screening (include type and height)
- Surface Water Drainage Plan/Storm Water Retention Facilities (to be approved by the Land Conservation Division), including the delineation of all impervious surfaces
- Grading plan
- Landscape plan
- Conservancy Wetland/100 Year Floodplain/Ordinary High Water Mark/PEC locations
- Well & Septic locations (unless served by public sewer and water)

New Building or Addition or Remodeling

- Completed Application Form
- Site Plan/Plat of Survey
- Completed Zoning Permit Application
- One (1) copy of Dept. of Commerce, Safety and Buildings approved plans, if applicable, including interior floor plan(s) and scaled elevation renderings
- Copy of Sanitary Permit or septic approval (unless served by public sewer)
- Copy of DNR well approval (unless served by public water)
- Copy of fire inspection
- List of any chemicals, toxic or hazardous waste or solvents, or flammable materials stored on the site and how they are disposed of
- Copy of approved Erosion Control Permit
- Copy of Highway Access Permit

New Owner/Operator

- Completed Application Form
- Site Plan/Plat of Survey
- Copies of Town and/or State licenses/permits (i.e., liquor, restaurant, boarding, sellers, etc.)

Expansion of/Change in Use

- Completed Application Form
- Site Plan/Plat of Survey
- Interior Floor Plan(s)

Schedule of Materials - Continued

Signage

- Completed Application Form
- Site Plan/Plat of Survey (delineate sign location and size)
- Elevation Rendering of Building (required for wall signs only)
- Scaled rendering of the sign(s)
- Light Fixtures (catalog cut sheets)
- Temporary Signs and dates of use

Commercial Boarding of Livestock

- Completed Application Form
- Site Plan/Plat of Survey (delineate site layout)
- Interior floor plan(s)
- Copy of approved Conservation Plan
- Copy of Environmental Health Division approval (including site evaluation for stable operations)

Lighting

- Completed Application Form
- Site Plan/Plat of Survey (delineate lighting location(s))
- Elevation Renderings, catalog cut sheets

Piers/Dockage/Moorings

- Completed Application Form
- Site Plan/Plat of Survey (delineate location and length of all piers, mooring spaces, etc.). Refer to the pier/mooring requirements of the Ordinance.
- Copy of DNR Permit(s)

Off-Street Parking/Loading

- Completed Application Form
- Site Plan/Plat of Survey (delineate number of spaces, dimensions, handicap stalls, employee parking, screening, etc.). Refer to the off-street parking/loading sections of the Ordinance/Code.

Storage (inside/outside)

- Completed Application Form
- Site Plan/Plat of Survey (delineate area to be used for storage)
- Screening type for outside storage (list size and material)

Special Events (Inside/Outside)

- Completed Application Form
- Site Plan/Plat of Survey (delineate location of outside events)
- Interior floor plan (delineate location of inside events)
- Temporary signage description (see signage above)
- List and provide the dates of all events requested

Food/Bar Service

- Completed Application Form
- Site Plan/Plat of Survey (delineate location of exterior table seating and bar seating)
- List of proposed food items/menu
- Copy of restaurant license
- Interior floor plan (delineate table locations, number of chairs, number of bar stools, etc.)

For Office Use Only

BA/CU File No. _____ Zoning District(s) _____ SL/FL _____ CO CODE _____
Staff member receiving the application _____ Date _____ Town approval date _____

Schedule of Materials - Continued

NOTES:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.